

# CBCB quick guide

Updated: 02/25/2022

## Information Resources

- This document
- <http://wiki.umiacs.umd.edu/cbcb>
- <http://wiki.umiacs.umd.edu/cbcb-private>

## Mailing address (where people can send you shipments/mail)

Room XXXX Brendan Iribe Center (bldg #432)  
University of Maryland  
College Park, MD 20742

## Calling people

Phones and faxes work the same way.

Campus phone numbers look like:

301-405-XXXX (calling from campus simply dial 5XXXX)

301-314-XXXX (calling from campus simply dial 4XXXX)

Calling off-campus numbers in the DC area:

9-XXX-XXX-XXXX . The first 3 digits are area code, likely 301, 240, or 410

Calling off-campus numbers outside of DC area (and some even within DC area)

9-1-XXX-XXX-XXXX

International calling – probably won't work from the CBCB. From your home phone: 011-CC-XXXX where (CC) is country code and (XXXX) is the number you need to call. For many countries, simply drop the first '0' in the number when calling from outside.

## Points of Contacts

If you need help with:	Contact Person
<ul style="list-style-type: none"><li>• CBCB</li></ul>	<ul style="list-style-type: none"><li>• Barbara Lewis, x5936, IRB 3234 (blewis12[at]umd.edu)</li></ul>
<ul style="list-style-type: none"><li>• Health benefits</li><li>• Employment status</li><li>• Taxes</li><li>• Paychecks</li></ul>	<ul style="list-style-type: none"><li>• Vivian Lu – x57092, IRB 3128</li></ul>
<ul style="list-style-type: none"><li>• Parking</li><li>• Access to building</li></ul>	<ul style="list-style-type: none"><li>• Elizabeth Hontz – x56722, IRB 3132</li></ul>
<ul style="list-style-type: none"><li>• Visa issues</li><li>• IT issues</li></ul>	<ul style="list-style-type: none"><li>• Yerty Valenzuela – x56713, IRB 3142</li><li>• <a href="mailto:staff@umiacs.umd.edu">staff@umiacs.umd.edu</a>, x51775, IRB 3109.</li><li>• <a href="http://wiki.umiacs.umd.edu">http://wiki.umiacs.umd.edu</a></li></ul>
<ul style="list-style-type: none"><li>• Facilities issues (e.g. clogged toilet, broken light bulb)</li></ul>	<ul style="list-style-type: none"><li>• Work control – x52222</li></ul>
<ul style="list-style-type: none"><li>• Transportation (parking, shuttles, etc.)</li></ul>	<ul style="list-style-type: none"><li>• <a href="http://www.transportation.umd.edu">http://www.transportation.umd.edu</a></li><li>• x43687</li></ul>
<ul style="list-style-type: none"><li>• Help with cars (flat tire, broken battery, etc.)</li></ul>	<ul style="list-style-type: none"><li>• x44CAR -(on campus only)</li></ul>
<ul style="list-style-type: none"><li>• Safety (including escort at night)</li></ul>	<ul style="list-style-type: none"><li>• UMDPS – x53555. Note: 911 calls from campus route directly to our police department</li><li>• Also register for UMD alerts: <a href="http://www.alert.umd.edu">http://www.alert.umd.edu</a></li></ul>

## Important campus policies

No form of harassment (sexual, religious, etc.) will be tolerated.

All issues can be reported confidentially to:

- advisor/lab PI
- Barbara Lewis
- CBCB director (Michael Cummings)
- UMIACS director (Mihai Pop)
- Dean's office
- etc. up the chain

**Note:** All the above must report up the chain for certain issues (particularly related to assault or public safety). In other words, confidentiality is limited by University regulations.

For truly confidential help, contact the Counseling center at: <http://www.health.umd.edu/fsap/services.html>, x48170, [ruggieri@health.umd.edu](mailto:ruggieri@health.umd.edu) (Tom Ruggieri)

## Travel guidelines

- See: <https://businessoffice.umiacs.umd.edu/travel> for travel guidelines.
- Get travel pre-approved by PI and determine funding source.
- Read and fill out a Travel Request Form at: <https://businessoffice.umiacs.umd.edu/form/travel>. Once completed, submit. A copy will be sent directly to the Center coordinator. A Travel Request must be completed before every trip per University policy.
- See the Miscellaneous Expenses section of [http://www.dbs.umd.edu/travel/policy/umtravel/trav\\_guide.php](http://www.dbs.umd.edu/travel/policy/umtravel/trav_guide.php) for allowable and unallowable miscellaneous expenses for reimbursement
- Keep all original receipts and give to Barbara for reimbursement after the trip has been completed.
  - Confirmation emails aren't acceptable. If paying online with your own credit card, then Barbara will need the electronic receipt. and a copy of the credit card transactions showing the expense.
  - Barbara will need the amount, date, and description for reimbursable expenses.